

~~CONFIDENTIAL~~

7 June 1974

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report of Significant Activities
REFERENCE : DD/M&S Administrative Instruction No. 73-4,
dated 11 April 1973

As requested, following is a report of significant activities for this office for the preceding week.

1. Director of Medical Services and [REDACTED] of the Clinical Division returned 2 June from a three-week overseas medical survey. This was a rewarding effort and a report of this survey is now being prepared.

25X1A

2. Deputy Director of Medical Services returned 5 June [REDACTED]

25X1A

3. Deputy Chief, Operations Division on 4 June addressed some 50 employees scheduled for overseas assignment in the Drug Abuse Seminar.

4. OMS Medical Systems Development Officer is attending (6-8 June) a meeting on "The Computer in Clinical Electrocardiography" presented by HEW and professional groups here in Washington.

25X1A

5. [REDACTED] of the Psychiatric Staff on 3 June spoke to the Weight Watchers Group on the subject of obesity, at the request of the group.

6. Psychological Services Staff activities:

a. On 3 June [REDACTED]

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[REDACTED] (C/RB) presented a briefing on the Assessment Center method to NPIC group chiefs. This briefing was requested by NPIC as part of their present exploration of the applicability of Assessment Centers to NPIC

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CL BY: 011950

31 December 1980

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career development programs.

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b. [REDACTED] (C/PSS) [REDACTED]

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[REDACTED] is presently being processed as a prospective Agency consultant under the aegis of the OMS Behavioral and Social Sciences Committee.

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c. [REDACTED] visited with [REDACTED] executives of Texas Instruments in Dallas on 4 June to review the extensive experience of that organization with the use of attitude surveys as a management tool. They were accompanied by [REDACTED] Chief, Information Services Group, DBO, who arranged the visit in conjunction with the attitude survey currently being conducted for that group by PSS.

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d. [REDACTED] met on 3 June with officials of OP and OTR to discuss plans for a training course in counseling. This planning stems from the recommendations of the Personnel Approaches Study Group (PASG) on employee counseling, and from current efforts in OP to develop guidelines for their implementation. A course for counselors is planned tentatively for the week of 29 July, with PSS assuming primary responsibility for training in counseling techniques.

e. At the request of OTR, [REDACTED] participated over the past weekend in the final operational training exercise of the Basic Operations Course.

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SIGNED

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[REDACTED]
Acting Director of Medical Services

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OMS/ExO [REDACTED] ned

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